



## Human Resources Certification Programs



Learning and Organizational Development

### LEAVE CLERK

#### REQUIRED SESSIONS

- Customer Service
- Leave Training
- Performance Management Process
- Kronos
- Banner
- EPAF
- PeopleAdmin
- Excel
- Entry/Exit Interview Process
- Workplace Ethics
- Fair Labor Standards Act (FLSA)
- Microsoft Excel Test (Cornerstone)
- Leave Clerk Knowledge Test (Cornerstone)



#### PURPOSE

The Leave Clerk Certification Program (LVC) provides personnel who administer leave records with a definitive course of training to develop and strengthen the critical skills necessary to manage and facilitate employee records in compliance with university and state policies and procedures.

#### PREREQUISITES

Must currently serve as a leave clerk for department, unit, or section.

#### REQUIREMENTS

Attend all required training workshops and successfully pass the Microsoft Excel and LVC Knowledge Test. All requirements must be completed within two years of taking the first workshop in the program.

#### REGISTRATION

Log on to [www.ecu.edu/itcs/cornerstone](http://www.ecu.edu/itcs/cornerstone) to enroll in required workshop sessions.

#### MICROSOFT EXCEL TEST (CORNERSTONE)

In addition to attending all of the required workshop sessions, participants must take and successfully pass the Microsoft Excel Test on Cornerstone. Participants can take a series of Microsoft Excel tutorials through the GCF LearnFree website prior to taking the test. Participants must score a 70 in order to pass the online Microsoft Excel Test.

#### LEAVE CLERK KNOWLEDGE TEST (CORNERSTONE)

The final requirement for Leave Clerk Certification (LVC) is the LVC Knowledge Test. Participants who have completed all other requirements will be allowed to take the test through Cornerstone. Participants are tested on knowledge and concepts that have been discussed in the LVC workshop sessions. A score of 70 is required in order to successfully pass the LVC Knowledge Test. A certificate of completion will then be issued.

#### Contact

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